

RFQ for Local Source Control Inspection Services
Job Number 16-16-PW
March 25, 2016

Questions and Answers

Below are the questions received by the March 24th deadline and the answers to the questions provided by City staff members.

Contract Award:

- **What is the estimated timeline for contract award?** *The estimated timeline for the contract award will be within April 2016.*
- **When could the consultant expect to be able to start on the project (following the initial required training/mentoring by Ecology)?** *The consultant could expect to start as soon as the hiring process is complete. Training/mentoring by Ecology occurs throughout the contract.*

Required Training:

- **The RFQ and Attachment A discuss the required training sessions by the Department of Ecology. To better estimate our timeline, would the consultant begin training in April 2016?** *The consultant will begin training soon after awarded the contract. There are monthly webinars and quarterly in-person trainings.*
- **Have City employees attended the January, February, and March training sessions?** *Yes* **If so, would the City employees summarize the prior trainings for the awarded consultant?** *Yes*
- **Is the meeting on June 8th an all-day event?** *Yes, time of training is approximately 9am – 4pm.*
- **How long do you expect each bi-monthly meetings to last? (1 D., third bullet)** *Meetings are approximately 1-hour long.*
- **Does bi-monthly refer to twice a month or every other month? (1 D., third bullet)** *twice a month*
- **Would each inspector be required to attend the training and mentoring sessions with Ecology?** *One-two representatives from the contract would be sufficient to attend the monthly and quarterly training. Each inspector will have mentoring sessions with Ecology.*
- **Is there a maximum amount of inspectors that could attend the training?** *We prefer only one attend but depending on the training, two may be allowed.*

Inspections

- **Does the City select the businesses that need inspections as well as determine a priority inspection list, or is that at the discretion of the**

consultant (based on research and collaboration with the City)? *The City Program Lead will guide the priority inspection list.*

- **Does the City have any requirements or preferences that the inspections be conducted during rain events?** *No*
- **Does the City have a preference for inspection completion schedule (for example, if the consultant has a project schedule of completing the inspections several months prior to the deadline)?** *All inspections must be completed before or by July 31, 2017 and reporting and documentation must be complete by August 31, 2017.*
- **Does the City have a preferred "site visit form" or does this refer to the Ecology provided LSC checklist?** *Yes, there is a preferred site visit form (closely related to Ecology related LDC form) and a preferred form letter the City would prefer the consultant to use during inspections.*
- **The proposal states that "complete sites forms, correspondence...etc." will be submitted to city 7 days after compliance is reached. What happens if compliance is not reached? Will we be responsible for numerous re-visits to confirm compliance? (1 D., second bullet)** *The City Program Lead will work with the consultant if compliance is not being reached.*
- **Do you want a photo log from site visits?** *Photos are specific to business audits, they are not required.*
- **Will more than one follow-up visit be allowed per business?** *Number of follow-up visits are site dependent.*
- **If appropriate, will a phone call or email be accepted in lieu of in person follow-up site visits?** *The type of follow-up will depend on the reason for follow-up. Site visit is always required if a visual inspection is needed.*
- **How do we determine what sites in Kirkland have been visited by other Source Control or Urban Waters staff?** *City Program Lead will provide this information.*
- **Will the LSC checklist be sufficient follow-up to document the results of an initial site visit or do we also have to write a letter?** *A follow-up letter is required after an initial visit and after site reaches compliance.*

General:

- **What is ECOSS's role in the project?** *ECOSS was the consultant used for the last contract*
- **Does ECOSS's budget come from the \$118,000 budget? If so, how much of this budget is allocated to ECOSS?** *ECOSS was the consultant used for the last contract*
- **Please provide more detail on the "database application field testing"** *Database electronic tracking is under discussion and may be tested during contract.*